

Chapter 10 - Material Control

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Chapter 10

Material Control

10.1 Navy Supply System

10.1.1 A major responsibility of the Navy Supply System is to provide material in support of the operation and maintenance of aeronautical equipment. Every effort is made to have material located when and where it is needed. The intent is to make the relationships between the suppliers and the user as simple and uncomplicated as possible within the boundaries of established logistics management requirements.

10.1.2 Navy stock is generally replenished on a system basis as a direct result of recorded usage/demand data, or on a program basis, from pre-calculated usage.

10.1.3 All elements of the Navy and Marine Corps, regardless of size and location, have an assigned activity to which they submit requests for material. These requests start at the organizational, intermediate, or depot level and flow to a designated point in the supply system.

10.1.4 In accordance with the Uniform Material Movement and Issue Procedures (UMMIPS), all activities within the Navy establishment are assigned a Force/Activity Designator (FAD), based on mission, for determining priorities for material support. Instructions for the use of the material priority system and for the assignment of FADs are issued by OPNAVINST 4614.1F (NOTAL) and implemented by Fleet Commander and Type Commander instructions. The FAD is correlated with the Urgency of Need Designator (UND) to determine the priority assigned to requisitions. For example, a FAD II activity can submit priority 2, 5, or 12 requisitions depending on the urgency of the requirement as related to mission readiness, while FAD III activities would submit priority 3, 6, or 13 requisitions for corresponding requirements. The priority assigned to material requisitions, not the project code, determines the speed with which a requisition must be filled by the supply system. UMMIPS abuse dilutes supply system responsiveness.

10.1.5 Supply responsibilities include operational readiness. This is achieved by following sound management practices in both maintenance and supply. Ship's Supply Department responsibilities are defined in NAVSUP P-485, Afloat Supply Procedures (NOTAL), NAVSUP P-487, Operation and Maintenance Instructions, and Ship's Store Afloat (MILSTRIP/MILSTRAP Manual) (NOTAL).

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10.2 Policies and Concepts

10.2.1 Of several significant principles that must be followed to achieve success in maintenance and material management (3-M), the most important is extremely close liaison between supply and maintenance to achieve the common goal of optimum system operational readiness. It is important that these two complex operations have single points of contact for coordinating actions to achieve this goal.

10.2.2 V-2 (ALRE) material control is the primary point of contact for the ALRE maintenance organization and the maintenance support center (MSC). Utilizing the ship's maintenance support center (MSC), V-2 material control will coordinate all configuration management item research and the validation to ensure proper identification of required support.

10.2.3 Regular meetings should be held between Supply Department and V-2 division Material Control to resolve problem areas, establish local procedures that do not conflict with this or other governing instructions, while promoting material support effectiveness. Establishing points of contact between the supply department and V-2 maintenance/material personnel will enable effective routine resolution of material support issues.

10.2.4 When possible, the supply department should augment V-2 Division with a rated storekeeper (SK) to function within the material control branch.

10.3 V-2 Material Control Functions/Responsibilities

10.3.1 V-2 (ALRE) material control is the focal point for interface with supply. As such, all requirements for parts and material are routed through material control to the supporting supply department. Functional areas of responsibility include:

a. Ensure that maintenance requirements for parts and material are forwarded to supply, providing the supply department with a valid part number, manufacturer's code and technical reference. Issue a priority, project code, and JCN for all material requested.

b. Accept and maintain custody of defective ALRE discrepancy report material exhibits until receipt of exhibit disposition instructions from the Fleet Support Team (FST) or directing authority. Refer to paragraph 11.10.6.

c. Maintain and track all outstanding off-ship material from supply through the use of a material control register or

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automated program (separate from the OPTAR). It shall, at a minimum contain the Nomenclature, Distribution Code, National Stock Number (NSN), Part Number, Priority and assigned JSN (if applicable) and shall be updated weekly with requisition status. This log/program shall be reviewed weekly by the ALRE Maintenance Officer/Maintenance Control Supervisor and distributed to all work centers to assist in tracking parts/material on order.

d. Maintain/monitor the working OPTAR for all V-2 accounts. This OPTAR will be validated IAW current command policies but must receive weekly verification/validation by the ALRE Maintenance Officer/Maintenance Control Supervisor.

e. Perform memorandum OPTAR charting and budgeting of cost. This includes out-year budgeting providing required reports to the appropriate chain of command as required.

f. Establish procedures for the internal control of accountable material, equipment and divisional spares. All divisional spares must be tracked internally by the use of an automated program. Quarterly verification of all spares shall be conducted and verified against the I/DPL. Specific attention shall be placed on parts with expiration and cure dates to ensure they are not utilized in maintenance procedures.

g. Maintain close liaison with maintenance control / maintenance supervisors to keep them informed of the parts and material procurement and how it affects the maintenance efforts.

h. Maintain control records to ensure the turn-in of defective components within established time frames.

i. Furnish technical advice and information to supply to assist in proper identification of required parts, material and supplies. Provide technical assistance in determining interchangeability and suitability of substituted items.

j. Material or Maintenance Control shall maintain a copy of all NAVAIRWARCENACDIV COG APL's found in the SEF for use in material ordering periods when OMMS is not available. MSC shall provide a master list of all NAVAIRWARCENACDIV COG APL's on a quarterly basis to V-2 division.

10.3.2 In the receipt/delivery of parts and material, material control shall:

a. Verify V-2 Division requisitioned material. Perform visual inspection to check for damage or defects.

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b. Ensure that parts and material received are screened in the Installed/Discrepant Parts List (I/DPL) prior to stowage or issue to applicable work center. Inform the ALRE Maintenance Officer or Maintenance Control Supervisor of all items received without contract numbers.

c. Verify receipt of material with OPTAR to ensure complete issue of requisition quantity. Update appropriate logs/programs as applicable.

d. Establish delivery/pick-up points for issuance of material to the work centers and issue material to appropriate work centers as procedures direct.

e. If the item is as a remain-in-place (RIP), ensure the carcass is adequately preserved, packaged and handled to prevent damage or deterioration prior to turn in. Ensure turn-in documentation is maintained for a period of 1 year in V-2 division material control.

10.3.3 Initiate request for material using procedures outlined in OPNAVINST 4790.4C (NOTAL). Proper use of Organizational Maintenance Management System (OMMS) provides assistance in identifying the correct requisition and configuration information. Discrepancies encountered should be corrected through the use of COSAL Feedback Reports routed to MSC. When ship OMMS systems are inoperative, material control will fill out and use 1348/6 forms to requisition required material and parts. The following procedures are provided as the minimum requirements for material ordering:

a. The maintenance action Job Sequence Number (JSN) utilized for the material requisition will be from the current JSN in OMMS or the next sequential JSN from the work center.

b. Material request for items from V-2 spares shall be documented on the material parts list of the ALRE MAF and authorized by the ALRE Maintenance Officer/Supervisor prior to issue.

c. APL selection for all equipment maintenance actions shall be the equipment on which those repairs are being conducted. Where multiple APL's are applicable, the APL used for the equipment maintenance action shall be the parent equipment on which the maintenance action is intended.

d. All material requisitions to the supply department in support of ALRE maintenance shall include a valid part number, manufacturers code, technical reference, APL, priority code, and Job Sequence Number (JCN).

10.4 Material Reporting

10.4.1 Material usage data is extremely important and must satisfy the requirements of various managerial and support levels of the Navy Supply Organization and Department of Defense. Data obtained through proper documentation of material usage determines the usage/failure/turn-around-time (TAT) rates for allowance development and allowance change requests. This action alone provides the documentation for a ship's on board allowance including required on hand quantities at supply centers in support of regional operating units.

10.4.2 Material reporting is accomplished by translating the data elements from maintenance/supply source documents into cost data. The source documents used are designed to allow cost data to be related to the specific equipment or system to evaluate the effectiveness of the support program.

10.5 Allowance Management

10.5.1 Introduction of new systems and maintenance of existing systems requires an adequate range and depth of material and equipment on hand for effective supply support. Prior to determining individual activity outfitting allowances, certain other logistic processes occur which have a direct bearing on allowance determination.

10.5.2 Provisioning is the process of determining the range and quantity of items (i.e., spares and repair parts, special tools, test equipment and support equipment) required to support and maintain an end item of material for an initial period of service. Provisioning includes the identification of items of supply, the establishment of data for cataloging, technical manual and allowance table preparation, and the preparation of instructions to ensure delivery of necessary support items with related end articles. In essence, provisioning encompasses all the actions necessary to ensure material support of the operational system. A basic input to the provisioning process is the maintenance plan, which identifies the repairable items and delineates their levels of removal and repair. Item selection conferences chaired by NAVICP, Philadelphia will establish SM&R codes for consumable items per approved equipment maintenance plans.

10.5.3 Repairable components are designated during the provisioning process. SM&R coding designates the maintenance level at which components will be repaired. If repaired locally, support items are provided to perform those repairs. If designated for depot repair, the unit must be sent to an overhaul point for repair or held over for shipyard repair action.

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10.5.3.1 The supply system identifies all authorized remain-in-place repairables in the master Consolidated Remain In Place List (CRIPL). The supply system provides a Master Repairable Item List (MRIL) to all supply activities. The MRIL (NAVSUP P-4107) (NOTAL) is a listing in National Identification Item Number (NIIN) sequence indicating the designated overhaul point (DOP), either Navy or commercial.

10.5.3.2 ALRE components that are determined to be repairable at the intermediate level will be forwarded to the nearest IMA for repair. Although operational inspections, pre-operational checks, daily servicing, and/or daily MRC requirements are performed by operator personnel, maintenance personnel are responsible for component maintenance which requires disassembly and repair.

10.5.3.3 ALRE maintenance philosophy is based on the premise that properly administered upkeep and maintenance programs allow formal overhaul/depot level repair during the ship's overhaul or repair availability cycle. Therefore, major repair/refurbishing is scheduled on a routine basis during complex overhaul/planned incremental availability/selected restricted availability (COH/PIA/SRA) periods. Subsystems or individual equipment may be reworked as operating experience dictates or incidental to incorporation of modifications. Depot rework is scheduled for necessary repair that is beyond the capability of the ships crews, local IMAs, or is planned in conjunction with major repairs to other ship elements.

10.5.4 Uniform SM&R codes are used to identify the source of spares, repair parts and items of support equipment, and the levels of maintenance authorized to maintain, repair, overhaul, or dispose of all equipment. SM&R codes expedite the maintenance, repair, and overhaul of equipment by providing maintenance and supply personnel with the necessary information relative to the source of supply, and where applicable, the maintenance implications and recoverability status of items.

10.5.5 Uniform SM&R codes shall be used to the maximum degree practicable, in all commodity areas where provisioning is practiced, and shall be applicable to:

- a. All new equipment being provisioned.
- b. All equipment being re-provisioned.
- c. Equipment modified or added by approved Engineering Change Proposal (ECP) actions.

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10.5.5.1 The standard SM&R code format is composed of four parts consisting of a two-position source code, a two-position maintenance code, a one-position recoverability code, and a one position optional supplemental code. A quick reference for SM&R Codes may be found in figure 10-1.

a. Source codes in the first and second positions of the uniform format indicate the source for acquiring the item for replacement purposes; i.e., procured, stocked, manufactured, or assembled.

b. The maintenance code in the third position indicates the lowest maintenance level authorized to remove, replace and use the item.

c. The maintenance code in the fourth position indicates whether the item is to be repaired and identifies the lowest maintenance level with the capability to perform at least one type of complete repair action.

d. The recoverability code in the fifth position indicates the final disposition action on unserviceable items, and for repairables, the maintenance level responsible for repair/condemnation and disposal of the item.

e. The optional supplemental code is a NAVAIRSYSCOM/NAVSUPSYSCOM assigned approved code that modifies or clarifies the source, maintenance or recoverability code as required. This code is usually reserved for aviation and specialty SM&R codes.

10.5.5.2 NAVAIRINST 4423.11 (NOTAL) provide specific information concerning policies, procedures, definitions, and responsibilities applicable to SM&R codes.

10.5.5.3 Changes in SM&R codes. As experience and/or item usage develops, originally assigned SM&R codes may need to be changed.

a. Change request procedures for repairable items.

(1) All SM&R code change requests for repairables will be submitted as follows:

(a) Fleet activities will submit all requests to the cognizant TYCOM. The TYCOM will approve or disapprove, and forward approved requests for ALRE to COMNAVAIRSYSCOM (PMA251). Requests received by COMNAVAIRSYSCOM directly from fleet activities without TYCOM approval will be returned to the originator without action.

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(b) Requests must be submitted in the format of NAVAIRINST 4423.11 (NOTAL).

(2) COMNAVAIRSYSCOM will expedite processing of change requests and forward its decisions and appropriate backup information to the cognizant program supply inventory control point (PSICP). These decisions will be passed by letter or message at the discretion of COMNAVAIRSYSCOM.

(3) NAVICP, Philadelphia the cognizant PSICP will:

(a) Process all SM&R change decisions expeditiously.

(b) Update cognizant data files.

(c) Revise cognizant PSICP publications to cite latest SM&R code revisions.

(d) Process design notices, supply item change requests/analysis, and spare parts changes.

(e) Advise all concerned of actions taken, via Source Code Change Notice, citing effective date of change and date applicable publications will reflect the change.

(f) Chair periodic technical review conferences to evaluate fleet inputs.

10.6 Coordinated Shipboard Allowance List (COSAL)/Ship's Equipment File (SEF)

10.6.1 The Coordinated Shipboard Allowance List (COSAL)/Ships Equipment File (SEF) are technical and supply management documents are designed to enable ships to achieve maximum operating capability for extended periods of time independent of external logistics support and identify shipboard configuration records and parts.

10.6.2 The COSAL/SEF provide nomenclature, operating characteristics, technical manuals, specifications, parts lists and other technical data pertaining to all installed equipment and machinery, as well as the equipage and tools required to operate the ship and its equipment.

10.6.3 The COSAL is a supply management document that provides the supply officer the amount of material to stock in the storeroom and how much of each item of equipment must be carried aboard ship. Complete COSAL details are outlined in SPCCINST 4441.170A (NOTAL), COSAL Use and Maintenance Manual.

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10.6.4 The inventory control points list all of the parts authorized to be stocked by the ship. This list is derived from the appropriate allowance parts lists (APL), allowance equipage lists (AEL) and the NAVAIRSYSCOM initial outfitting lists (IOL) into lists of spare parts to be stocked by the ship. The preparation of these lists takes into account the installed equipment on board, the quantity of each item of that equipment, the failure rate of parts, and the relative importance of these parts to the operation of the equipment.

a. An APL contains a detailed technical description of a particular piece of equipment and lists the parts that may be required to overhaul or repair it.

b. An AEL is a technical document prepared for various categories of equipment or mechanical, electrical or ordnance systems. When used for ALRE systems, the AELs include the items required for operation of the system and/or the repair parts required for maintenance.

10.6.5 COSAL maintenance includes reporting configuration changes, updating the ship's COSAL, processing various changes received (i.e., revised APL, monthly COSAL maintenance action reports), detecting/reporting inconsistencies between COSAL and COSAL-related subsystems and any other problem which adversely affects the shipboard maintenance effort. It is essential for each equipment/component installation, removal, or modification accomplished between regular overhaul to be promptly reported on a Ship's Configuration Change Form (OPNAV 4790/CK) per OPNAVINST 4790.4C, the Ships' 3-M Manual.

10.7 ALRE Inventory Control Points (ICPs)

10.7.1 NAVICP Philadelphia and Mechanicsburg are assigned responsibilities as PSICPs for aircraft launch and recovery equipment. In this capacity, NAVICP Philadelphia and Mechanicsburg are required to take necessary action to ensure availability of required spares/repair parts and support equipment for those systems under their cognizance. Program support requires that spares and repair parts required for equipment support be controlled by an inventory manager. NAVICP Philadelphia and Mechanicsburg will:

a. Prepare and maintain aircraft launch and recovery equipment support allowance lists.

b. Arrange for supply support with other inventory managers.

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- c. Perform provisioning developed by NAVAIRSYSCOM/NAVSEASYSYSCOM/NAVSUPSYSCOM and implement ILS planning procedures.
- d. Perform cataloging and determine packaging requirements.
- e. Maintain technical and program support data provided by appropriate systems commands.
- f. Budget and provide financial control of allocated resources.
- g. Maintain, in coordination with NAVAIRSYSCOM, interim support arrangements for equipment until supply system support is available through scheduled provisioning actions.
- h. Provide representation on the equipment maintenance reviews and Integrated Logistics Support Management Team (ILSMT) as required.

10.8 Operating Targets (OPTARs)

10.8.1 OPTARs are the lowest subdivision of funds in an operating budget. They can be issued by the following:

- a. Expense limitation holders (type commanders) to ships, squadrons and units under their command.
- b. Shore activities (responsibility centers) to departments or detachments.
- c. Any other activity that is issued an operating budget and wishes to further subdivide it to the cost centers under its command.

10.8.2 TYCOMs are responsible for development of resource requirements, administration of available funds, and continuous analysis of status of OPTARs issued. Each ship issued an OPTAR is responsible for the efficient and effective use thereof. This includes accurate and timely accounting and reporting.

10.8.2.1 Detailed instructions for managing OPTARs are contained in Financial Management of Resources (Operating Forces) Fund Administration, NAVSUP P-3013-1 (NOTAL) and Financial Management of Resources (Operating Forces) Procedures, NAVSUP P-3013-2 (NOTAL).

10.9 Supply Reference Publications

10.9.1 Following are listed pertinent general use manuals, publications and directives which are utilized by supply personnel

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to determine standard supply system operating procedures, and to obtain management data relative to material identification, material requisitioning, and processing of unserviceable repairable components:

a. FED LOG/HAYSTACK. This is a database of supply system information for the Federal Government. These programs include supplier names, addresses and phone numbers, as well as manufacturers information, part numbers, national stock numbers, ordering and pricing information for over 12 million supply items. This information is updated monthly and distributed on CDROM. Additionally these programs include:

(1) Section P2300, which lists repairable assemblies under cognizance of NAVICP Philadelphia and NAVAIRSYSCOM.

(2) Section P2310, designated to serve as master reference list for identifying and requisitioning all parts of replacement significance required to support repairable assemblies listed in Section P2300.

(3) Section P2320, which provides Source, Maintenance, and Recoverability Code Changes to inform field activities of approved changes in the recoverability (condemnation) levels on the items that call for retention, in lieu of disposal of these items.

b. Operating Procedures Manual for MILSTRIP/MILSTRAP (NAVSUP P-437) (NOTAL). This publication issues policy and procedures relative to the Military Standard Requisitioning and Issue Procedures and Military Standard Transaction Reporting and Accounting Procedures. This publication covers procedures relative to supply system management, requisitioning, inventory control, financial matters, material movement, and serves as a ready reference for personnel involved in preparation and/or processing of MILSTRIP documents.

c. List of Items Requiring Special Handling (LIRSH). The LIRSH is a microfiche publication that identifies items, by NSN, which require special handling procedures. Categories of such items include those that are hazardous, deteriorative in nature (shelf life controlled) and security classified.

d. Consolidated Remain-in-Place List (CRIPL) (NOTAL). The CRIPL is a microfiche publication that identifies those field and depot level repairable items that are authorized to remain in place until a serviceable item is received from supply. Normally, non-RFI repairable items must be turned into supply when the like item is placed on order. The CRIPL consists of three parts: NIIN sequence listing of all remain-in-place (RIP) items, part number to

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NIIN listing, and discrete listing showing all RIP items in NIIN sequence.

e. Afloat Supply Procedures (NAVSUP P-485) (NOTAL).

This publication establishes policies for operating and managing afloat supply departments. Much of the information applies to non-automated ships, but the procedures are applicable to all afloat supply activities and contain minimum essential procedures for acceptable supply management.

f. The Navy Stock List of Publications and Forms (CDROM NAVSUP PUB 600 (NLL)) contains publications and forms used on a repetitive basis throughout the Navy. It is available on the Naval Logistics Library website.

g. MILSTRIP/MILSTRAP Desk Guide (NAVSUP P-409) (NOTAL).

This guide is published as a small handbook to serve as a ready reference for personnel responsible for originating and processing MILSTRIP and MILSTRAP documents. It contains common definitions and code structures used on a day-to-day basis.

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SOURCE				MAINTENANCE				RECOVERABILITY/ PROGRESSIVE REPAIR		OPTIONAL SUPPLEMENTAL CODES	
				USE		REPAIR					
1ST POSITION		2ND POSITION		3RD POSITION		4TH POSITION		5TH POSITION		6TH POSITION	
P	PROCURE	A	REPLENISH	O	ORG	Z	NO REPAIR (CONSUMABLE)	Z	LEVEL INDICATED IN 3RD POSITION (CONSUMABLE)	1	THREE-DEGREE GAS TURBINE ENGINE REPAIR PROGRAM ITEM WITH FIRST- DEGREE IMA LEVEL (1) HAVING THE MOST CAPABILITY & THIRD-DEGREE IMA (3) HAVING THE LEAST
		B	INSURANCE							2	
		C	CURE-DATED			O	ORG	O	ORG (FLR)	3	
		D	INITIAL (excluding SE))								
		E	END ITEM USE STOCKED FOR INITIAL ISSUE	F	IMA AFLOAT	F	IMA AFLOAT	F	IMA AFLOAT (FLR)	6	"PA" ITEM WITH OR- GANIC CAPABILITY FOR STOP GAP REQUIREMENTS
		F	SE NOT STOCKED	H	IMA ASHORE	H	IMA ASHORE	H	IMA ASHORE (FLR)	E	END TO END TEST REQUIRED BY IMA PRIOR TO BCM ACTION
		G	LIFE OF TYPE	G	IMA AFLOAT OR ASHORE	G	IMA AFLOAT OR ASHORE	G	IMA AFLOAT OR ASHORE (FLR)	N	"XB" ITEM TO BE PROCURED LOCALLY
K	REPAIR KIT COMPONENT	F	FILED (ORG/IMA)	L	SPECIALIZED IMA	L	SPECIALIZED	L	SPECIALIZED IMA (FLR) (CONNOTES PRIME IMA CONCEPT SEE APPENDIX D ENCL (2) NOTE IN INSTRUCTION)	P	PROGRESSIVE MAINTENANCE
D	DEPOT										
B	BOTH O										
M A	MANUFACTURE ASSEMBLE	O	ORG	D	DEPOT	D	DEPOT	D	DEPOT (DLR) (ORGANIC OR COMMERCIAL)	T	"PD" TRAINING DEVICE ITEM
		F	IMA AFLOAT							J	ALL INTER-SERVICE DLR ITEMS WHICH NAVY AS SICA CONSIDERED FLR-IF ITEM IS UNDER THREE- DEGREE GAS TURBINE ENGINE REPAIR PROGRAM, APPLIES TO FIRST-DEGREE IMA LEVEL ONLY
		H	IMA ASHORE								
		G	IMA AFLOAT OR ASHORE								
		D	DEPOT								
	MISC	A	REQUEST NHA	Z	NOT AUTHORIZED AT ANY LEVEL. ... UDRF ONLY WHEN REQUIRED FOR REFERENCE PURPOSES	B	NOT AUTHORIZED (RECONDIT- ION AT USER LEVEL)	A	SPECIAL HANDLING FOR DISPOSAL (CONSUMABLE)	8	SAME AS "J" EXCEPT APPLICABLE ONLY TO SECOND-DEGREE IMA LEVEL
		B	OBTAIN FROM SALVAGE OR ONE TIME BUY								
		C	DIAGRAM/ SCHEMATICS/ INSTALLATION DRAWINGS							9	APPLICABLE AS "J" EXCEPT APPLICABLE ONLY TO THIRD DEGREE IMA LEVEL

Figure 10-1. Navy (Aviation) Application of Joint Service Uniform (SM&R) Codes